

## **ASSISTANT POLICE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is highly responsible law enforcement work involving both line duties and administrative duties. The employee of this class assists the police chief in administering the work of the department, performing duties involved with personnel, finance and budgeting, public relations, and any other duties assigned by the police chief. In addition to such administrative duties, the assistant police chief acts as the chief investigator for the department, being on twenty-four hour call to handle all major investigations such as homicides, armed robberies, burglaries, etc. Duties of this class require a high degree of knowledge and skill in all areas of law enforcement, including law enforcement administration. The assistant police normally works independently under the general supervision of the police chief and is required to take over the duties of the police chief in the chief's absence.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the police chief in planning, directing, and supervising the general activities of the department; serves as a liaison between the chief and department subordinates; relieves the police chief of a wide variety of administrative details through performance of the duties of routine correspondence, enquiries, records, etc., as required; performs any special law enforcement or investigation duties as may be personally assigned by the chief; acts in the capacity of chief in the absence of the chief, working with city council, city administration, and any other officials or civic groups as necessary;

Instructs subordinate officers in methods, procedures, and policies of the department; assigns tasks to subordinates and reviews operations; checks all arrests and dispositions thereof; reviews and critiques reports prepared by subordinates to correct errors and provide direction and supervision; fills in forms and completes standardized reports; writes narrative reports; makes reports, either formal or informal, on work performance and attitude of subordinate officers;

Performs internal affairs investigations; hears disciplinary matters prior to going to the chief for disciplinary action; issues verbal warnings;

Personally investigates or directs the investigation of all major crimes such as homicides, armed robberies, burglaries, kidnappings, committed in the city; determines point of entry where burglary has occurred; searches for physical evidence at crime scene; identifies and labels all evidence collected; preserves chain of possession of evidence; releases evidence to laboratory experts for analysis; uses fingerprint equipment to lift prints; notifies coroner of cases of homicide and rape; takes written, signed statements from witnesses;

Conducts searches upon probable cause without a warrant; prepares all search warrants; executes search warrants; collects information and evidence to identify persons suspected of committing crimes; locates and apprehends persons suspected of committing crimes; interrogates suspects; works with district attorney to prepare cases for court; testifies in court;

Performs public relations duties such as giving statements or releasing information to the news media; makes talks, gives speeches to schools, civic groups, etc.; sets up and coordinates local crime prevention programs such as neighborhood watch, junior police, etc.;

Develops procedures to provide for the receipt of information concerning violations of the law, both before and after such violations occur; establishes contacts with and arranges for receiving and giving reports, records, and assistance to other law enforcement agencies;

Works with the police chief to investigate and interview all applicants for positions in the police department;

Works with the police captain to remedy any problems arising with communication or in the jail;

Assists in the preparation of the departmental budget;

Maintains continuing procedures to provide departmental knowledge of traffic conditions and provide for the alleviation of traffic congestion;

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must be a regular and permanent employee in good standing in the

class of Police Captain.

Before promotion, must pass a medical examination approved by the local civil service board designed to show good health and physical abilities sufficient to perform the duties of the position.